

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 17

LAW ENFORCEMENT RECORDS

ALL LOCALITY LAW ENFORCEMENT ACTIVITIES

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: Conley L. Edwards, State Archivist

EFFECTIVE SCHEDULE DATE: March 24, 2009

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CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Destruction* (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION

(Form RM-2 July 2008)

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Abandoned / Impounded Vehicle Files</u> This series documents the identification, retrieval, processing, return or disposal of abandoned or impounded vehicles.	100812	Retain 3 years after disposition of vehicle then destroy.
<u>Accreditation Records</u> This series documents law enforcement accreditation programs. This series includes accreditation final reports, annual compliance reports and certificates of accreditation.	100813	Retain 15 years then destroy in compliance with No. 8 on the schedule cover page.
<u>Accreditation Records: Supporting Documentation</u> This series consists of accreditation standard file content used to demonstrate compliance with accreditation program standards to program assessors.	100814	Retain for 2 consecutive accreditation assessment cycles then destroy in compliance with No. 8 on the schedule cover page.
<u>Defunct Series</u> <u>Activity Reports</u> This series documents the completion of departmental or locality required law enforcement activity reports, not specified elsewhere in this schedule.	005661	Retain 1 year after report date then destroy.
<u>Administrative Records</u> This series documents the common functions and administration of various types of offices; records not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. GS-19, Administrative Records</i> for retention guidelines.
<u>Adult Custody Files – Legally Incompetent</u> This series documents the transfer of custody of adults who are temporarily or permanently incompetent to handle their affairs.	005662	Retain until expiration of order then destroy in compliance with No. 8 on schedule cover page.

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<u>Adult Protective Orders</u> This series documents receipt and action on Adult Protective Orders not filed in case files, including emergency orders, <i>Code of Virginia</i> , §§ 63.2-1606 to 1613.	005663	Retain until expiration of order then destroy in compliance with No. 8 on schedule cover page.
<u>Alarm Files, Security</u> This series documents when a security alarm in a home or business is activated and the department is notified.	100706	Retain 3 years after activation, then destroy.
<u>Alarm Permit Files, Security</u> This series documents permits filed with police departments to link home or business security alarm devices to the department's response system.	100707	Retain 1 year after expiration of permit then destroy.
<u>Alcoholic Beverage Control Permit Files</u> This series documents local review and/or approval of ABC permits.	100708	Retain 1 year after expiration of permit then destroy.
<u>Alcohol Safety Action Program Files</u> This series documents a law enforcement agency's participation in local Alcohol Safety Action programs.	100709	Retain 3 years after participation then destroy.
<u>Alias Files</u> This series documents the aliases used by suspected or convicted law breakers.	100710	Retain 75 years after entry of alias then destroy in compliance with No. 8 on schedule cover page.
<u>Defunct Series</u> <u>Animal Control Files</u> This series documents law enforcement's participation in local animal control.	100711	Retain 3 years after end of calendar year, then destroy.



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<u>Animal Control Files - Administrative Records</u> This series documents any participation in local animal control. This series includes general administrative files.		Refer to <i>General Records Retention and Disposition Schedule No. GS-19, Administrative Records</i> for retention guidelines.
<u>Animal Control Files - Animal Bite Records</u> This series documents the reporting of animal bites to animal control centers administered by law enforcement agencies, and any reports made in response.		Refer to <i>General Records Retention and Disposition Schedule No. GS-20, Health Records</i> for retention guidelines.
<u>Animal Control Files - Complaints, Investigations and Reports</u> This series consists of any complaints file with animal control centers, and any investigations or reports that arise from such complaints.	000341	Retain 3 years after final resolution then destroy in accordance with No. 8 on the schedule cover page.
Defunct Series <u>Appearance and Continuing Bonds</u> This series documents the acceptance of a bail bond for suspects to appear at court.	100712	Retain 3 years after close of case, then destroy.
<u>Arrest Files: Adult</u> This series documents the cumulative history of arrests and convictions on a particular individual.	100713	Retain until 100 years after date of birth or 1 year after notification of death of individual arrested, whichever is less; then destroy in compliance with No. 8 on schedule cover page.
<u>Arrest Files: Juvenile</u> Documents the cumulative history of arrests and convictions on a particular individual.	100714	Retain 5 years after individual reaches age of majority (18) then destroy in compliance with No. 8 on schedule cover page. <i>Code of Virginia</i> , §16.1-306
Defunct Series <u>Arrest Files - Adult</u> This series documents the arrest of adults alleged to have committed criminal or illegal acts.	100715	Retain 5 years after date of arrest, then transfer required information to records series 100713, "Arrest Cards, Master - Adult." After information transferred, destroy in compliance with No. 8 on schedule cover page.



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<i>Defunct Series</i> <u>Arrest Files - Juvenile</u> This series documents the arrest of juveniles alleged to have committed criminal or illegal acts.	100716	Retain 5 years after individual reaches age of majority (18). Refer to <i>Code of Virginia</i> , §16.1-306. Destroy in compliance with No. 8 on schedule cover page.
<i>Defunct Series</i> <u>Arrest Index Card Files</u> This series documents the creation of an index to arrests by act, location and/or suspect.	100717	Retain as long as administratively necessary, then destroy in compliance with No. 8 on schedule cover page.
<u>Arrest Logs / Books</u> This series documents the cumulative arrests by an agency in chronological order, in print or electronic format.	100718	Retain 5 years after last entry then destroy.
<u>Automotive Operations: General</u> This series documents vehicle operation and maintenance, not otherwise listed on this schedule, of departmental vehicles.		Refer to <i>General Records Retention and Disposition Schedule No. GS-16, General Services Records</i> for retention guidelines.
<u>Automotive Operations: Logs, Vehicle</u> This series documents the control, use and status of law enforcement vehicles.	100719	Retain 2 years after last entry then destroy.
<u>Automotive Operations: Radar and Tuning Fork Calibrations Files</u> This series documents the routine, timely and effective calibration of radar equipment and tuning forks.	100720	Retain 6 months after superseded by a new calibration or disposal of equipment then destroy.
<u>Automotive Operations: Radar Equipment Files</u> This series documents the cumulative maintenance and repair history of radar equipment.	100721	Retain for life of equipment then destroy.



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<u>Automotive Operations: Speedometer Calibration Files</u> This series documents the routine, timely and effective calibration of speedometers in law enforcement vehicles.	100722	Retain 6 months after superseded by a new calibration or disposal of vehicle then destroy.
<i>Defunct Series</i> <u>Autopsy Reports – Not Included in Specific Case Files</u> This series documents analysis completed by medical examiners or coroners regarding cases of unattended deaths, suicides and homicides. Medical examiner or coroner retains original copy.	100723	Retain 10 years after receipt, then destroy in compliance with No. 8 on schedule cover page.
<u>Bicycle Registration/License Files</u> This series documents the registration and or licensing of bicycles if required by local ordinance.	100724	Retain 1 year after expiration then destroy.
<u>Breath/Alcohol or Drug Testing Records</u> This series documents the collection and testing of breath/alcohol or drug tests on vehicle operators. Includes logs and reports not included in case files.	005664	Retain 3 years after test date or last entry, whichever is longer, then destroy in compliance with No. 8 on schedule cover page.
<u>Certificates of Analysis</u> This series documents the performance of laboratory analysis on evidence.		Refer to records series 100777, "Lab Requests and Reports."
<u>Child Protective Orders</u> This series documents receipt and action on Child Protective Orders, <i>Code of Virginia</i> , §§ 16.1-251 through 254.	100725	Retain until expiration of order then destroy in compliance with No. 8 on schedule cover page.
<u>Community Crime Prevention Program Files</u> This series documents law enforcement's effort to develop and assist community based crime prevention programs.	100726	Retain as long as administratively necessary then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3) not required.

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<u>Concealed Weapons Checks or Permits Logs</u> This series documents the receipt of concealed weapons checks or permits issued by courts. Refer to records series 101209, "Fingerprint Cards, Concealed Weapons Checks" for related records.	100727	Retain 2 years after expiration then destroy in compliance with No. 8 on schedule cover page. Refer to <i>Code of Virginia</i> , §18.2-308.
<u>Confidential Informant Files</u> This series documents the identity of, contacts with, and reliability of confidential informants.	100728	Retain as long as administratively necessary then destroy in compliance with No. 8 on schedule cover page.
<u>Confiscated or Surrendered Firearms Files</u> This series documents the taking and/or acceptance of confiscated or surrendered firearms by or to law enforcement authorities.	100729	Retain 75 years after court order and final disposal then destroy.
<u>Confiscated Property Files</u> This series documents the seizure of property involved in an arrest or execution of a court order. Does not include firearms/weapons; refer to records series 100729, "Confiscated or Surrendered Firearms Files."	100730	Retain 3 years after disposal of property then destroy.
<u>Conservator of the Peace (Special) – Background Investigation Files</u> This series documents applications by individuals petitioning the court for appointment to police certain locations, or for individuals who need the designation for employment purposes. Files include background investigation, interviews, copies of birth certificates, diplomas, military discharge papers, reference letters, and a copy of the report summarizing results that is submitted to the requestor.	100731	Retain 2 years after designation is no longer active then destroy in compliance with No. 8 on schedule cover page.

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<u>Controlled Substance Seizure Files</u> This series documents the confiscation of controlled substances such as drugs and alcohol involved in arrest or execution of a court order. Does not include firearms/weapons; refer to records series 100777, "Confiscated or Surrendered Firearms Files."		Transfer to records series 100771, "Investigative Files, Case".
<u>Court Appearance Files</u> This series documents the scheduling and appearance of law enforcement officers or support staff in court proceedings as a course of police activities.	100733	Retain 6 months or until next budget cycle, whichever is longer, then destroy.
<u>Court Orders - Miscellaneous</u> This series documents the receipt, execution or failure to execute court orders or other processes not listed elsewhere on this schedule. Includes any logs or registers used to control or locate court orders. Does not include Extraditions, Juvenile Detention Orders or Warrants.	100734	Retain 3 years after last action then destroy.
<u>Crime Analysis Files</u> This series documents the formal and/or informal analysis of crimes, patterns or crimes and the reporting of the analysis.	100735	Retain as long as administratively necessary then destroy.
<u>Crimeline/Crime Solvers: Tapes - No Action Taken</u> This series documents the recording of anonymous tips from citizens. This series includes any transcription or report of tips where no action was taken.	100736	Retain 60 days after recording, then reuse or destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Crimeline/Crime Solvers: Transcriptions or Reports - Actions Taken</u> This series contains written transcripts or reports of anonymous tips from citizens.		Transfer to appropriate case file.



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<u>Crimeline/Crime Solvers: Transcriptions or Reports - No Actions Taken</u> This series contains written transcripts or reports of anonymous tips from citizens.	100738	Retain 2 years after receipt then destroy in compliance with No. 8 on schedule cover page.
<u>Criminal History Request and Response Files</u> This series documents the receipt of requests for individual criminal histories and the response provided. (<i>Code of Virginia</i> , §9-192). See also VCIN records.	100739	Retain 2 years after request then destroy.
<u>Dangerous Dog Records</u> This series documents any complaints, investigations or incidents involving dogs that are determined to be dangerous or vicious <i>Code of Virginia</i> 3.1-796.93:1.	000342	Retain 5 years after close of investigation then destroy in accordance with No. 8 on the schedule cover page.
<u>Dispatch (Communications) Recordings: Not Retained as Evidence</u> This series documents the recording of radio communications to or from officers in the field.	100740	Retain 60 days after recording, then reuse or destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Dispatch (Communications) Recordings: Retained as Evidence</u> This series documents the recording of radio communications to or from officers in the field.		Transfer to appropriate case file.
<u>Dispatch (Communications) Records</u> This series documents the recording of radio communications at law enforcement dispatch centers. This series includes logs, reports, written or digital information, reports from Computer Aided Dispatch (CAD) software and Calls-for-Service reports.	100742	Retain 10 years after creation then destroy.

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<i>Defunct Series</i> <u>DMV Confirmations of Liability Insurance</u> This series documents the receipt of DMV Confirmations of Liability Insurance.	100743	Retain 1 year after receipt, then destroy in compliance with No. 8 on schedule cover page.
<i>Defunct Series</i> <u>Dog Control Files</u> This series documents law enforcement's participation in animal control programs		Refer to records series 100711, "Animal Control Files."
<u>Duty Rosters</u> This series documents the assignment of work days, work hours, jobs, tasks, patrols or other duties to law enforcement officers.	100745	Retain 1 year after date of last entry then destroy.
<u>Educational Program Files, Citizen</u> This series documents law enforcement participation in citizen education programs.	100746	Retain as long as administratively necessary then destroy.
<u>Electronic Records</u> This series contains records created or stored in any electronic format; records not otherwise listed on this schedule.		Refer to <i>General Records Retention and Disposition Schedule No. GS-23, Electronic Records</i> for retention guidelines.
<u>Emergency Call Records: 911 System Maintenance</u> This series documents the actions to maintain 911 or similar system. Includes address corrections, system complaints and problem corrections.	100747	Retain as long as administratively necessary then destroy.
<u>Emergency Call Records: Logs and Other Supporting Records</u> This series documents actions taken in response to emergency calls. Includes ambulance, fire and police calls.	100748	Retain 10 years after end of calendar year, then destroy.



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<u>Emergency Call Records: Tapes, Not used as Evidence</u> This series documents actions taken in response to emergency calls. Includes ambulance, fire and police calls.	100749	Retain 60 days after recording, then reuse or destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Emergency Call Records: Tapes, Retained as Evidence</u> This series documents actions taken in response to emergency calls. Includes ambulance, fire and police calls.	100750	Retain 10 years or until case resolved or evidence released, whichever is longer; then destroy.
<u>Equipment Checkout Log</u> This series documents the daily issuance of weapons and other controlled items to law enforcement or support personnel.	100751	Retain as long as administratively necessary then destroy.
<u>Evidence Receipts</u> This series documents the chain of custody of evidence.	100752	Retain 10 years after final disposition of evidence or case closure, whichever is greater; then destroy.
<u>Evidence Requests</u> This series documents the receipt of and response to requests for use of evidence and/or copies of evidence.	100753	Retain 10 years after final disposition of evidence or case closure, whichever is greater; then destroy.
<u>Expungement Orders</u> Documents receipt of and compliance with orders to expunge records of law enforcement agencies.	000343	Retain 1 year after completion of expungement then destroy in compliance with No. 8 on schedule cover page.
<u>Expunged Records</u> This series consists of law enforcement records that have been expunged and sealed by court order.	000121	Retain according to provisions of court order, or if no specific time period is stated, retain for 3 years after court order ends then destroy in accordance with No. 8 on the schedule cover page. <i>Code of Virginia</i> , §§ 19.2-392.2.
<u>Extraditions</u> This series documents the receipt of and execution of extradition orders, <i>Code of Virginia</i> , §§ 19.2-84 through 118.	100754	Retain 1 year after last action then destroy.



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<u>False Alarm Files</u> This series documents the receipt of false alarms and actions taken to investigate cause of false alarm.		Refer to records series 100706 "Alarm Files, Security."
<u>FBI Files</u> This series contains information obtained from the Federal Bureau of Investigation. Series includes reports, warnings, alerts and correspondence.	100756	Retain 2 years after receipt or longer if administratively necessary, then destroy in compliance with No. 8 on schedule cover page.
<u>Field Contact / Interview Files</u> This series documents field notes of officers in regard to investigations and/or complaint resolution.	000344	Retain separately for 5 years from last entry, or may be transferred to related investigation or case file. (28CFR23.20).
<u>Fingerprint Cards: Concealed Weapons Checks</u> This series consists of fingerprint cards used to screen candidates for concealed weapons permits. Refer to 100727 "Concealed Weapons Checks" for related records.	101209	Retain 21 days after notification sent out then destroy in compliance with No. 8 on schedule cover page. Refer to Code of Virginia, § 18.2-308.
<u>Fingerprint Cards: Juvenile - No Warrant or Petition Filed</u> This series documents the recording of fingerprints during the booking process.	100758	Retain 60 days after booking, then destroy in compliance with No. 8 on schedule cover page, <i>Code of Virginia</i> , § 16.1-299.
<u>Fingerprint Cards: Master - Adult</u> This series documents the recording of fingerprints during the booking process.	100759	Retain until 100 th birthday of individual arrested, then destroy in compliance with No. 8 on schedule cover page.
<u>Fingerprint Cards: Master - Juvenile</u> This series documents the recording of fingerprints during the booking process.	100760	Retain until 100 th birthday of individual arrested then destroy in compliance with No. 8 on schedule cover page.
<u>Fire Investigations</u> This series documents law enforcement investigations of suspicious fires.		Refer to <i>General Records Retention and Disposition Schedule No. GS-10, Fire and Rescue Records</i> for retention guidelines.



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<u>Firearms Qualifications</u> This series documents the history of firearms proficiency and qualification by individual officers.	100761	Retain 5 years after last testing then destroy.
<u>Firearms Registrations and Assignments, Internal</u> This series documents the registration and assignment of firearms for law enforcement use.	100762	Retain 5 years after disposition of firearm then destroy.
<u>Firearms Registrations and Permits, Citizens</u> This series documents the registration of firearms if required by local ordinance. Includes fingerprint cards and other identifying information.	100763	Retain 5 years after expiration or re-registration, then destroy in compliance with No. 8 on schedule cover page.
<u>Fiscal Records</u> This series documents the expenditure of funds, accounting for funds, routine purchases and other activities of an accounting or financial nature; records not otherwise listed on this schedule.		Refer to <i>General Records Retention & Disposition Schedule No. GS-2, Fiscal Records</i> for retention guidelines.
<u>Forms Management Files, Police</u> This series documents the currently approved and used local forms for law enforcement.	100764	Retain until superseded then destroy.
<u>General Orders and Regulations</u> This series documents the local and internal orders, rules and regulations for law enforcement activities.	100765	Retain 5 years after superseded then destroy.
<u>Handicapped Parking Permits</u> This series documents the receipt of or verification of the right to have a handicapped parking sticker.	100766	Retain 6 months after expiration or superseded then destroy in compliance with No. 8 on schedule cover page.



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<u>House Watch Checklists and Reports</u> This series documents the performance and/or completion of a house watch.	100767	Retain as long as administratively required then destroy in compliance with No. 8 on schedule cover page.
<u>Impounded Vehicle Records</u> This series documents the control of impounded vehicles while in law enforcement custody.		Refer to series 100812, "Abandoned/Impounded Vehicle Files".
<u>In-Car Monitoring Tapes</u> This series consists of video or audio tapes from equipment installed in law enforcement vehicles to monitor actions of officers and possible offenders.		Refer to records series 100796, "Recordings, Surveillance and Monitoring – Not Used as Evidence" and 100797, "Recordings, Surveillance and Monitoring – Retained as Evidence".
<u>Information Requests</u> The series documents the receipt of an information request, including FOIA requests, not listed elsewhere in this schedule, and the response to the request. Requests can be for public information or exempt information and can be from the public, businesses, other law enforcement agencies and other entities. Refer to <i>Code of Virginia</i> , 2.2-3704.	005665	Retain 3 years after last action then destroy in compliance with No. 8 on schedule cover page.
<u>Index Cards</u> Documents the creation of internal indexes, not identified elsewhere on this schedule, to monitor and control law enforcement records.	100768	Retain as long as related records then destroy.
<u>Defunct Series</u> <u>Internal Affairs, Founded or Sustained Complaints</u> This series documents complaints against department members that were investigated and determined to be founded or sustained.	100769	Retain 5 years after termination of employment, then destroy in compliance with No. 8 on schedule cover page.



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<u>Internal Affairs Complaints</u> This series documents confidential administrative investigations. This series includes complaints against the department or its members, and both founded and unfounded cases.	100770	Retain 20 years after close of investigation then destroy in compliance with No. 8 on schedule cover page.
<u>Investigation Files, Case</u> This series documents the process and results of individual criminal investigations.	100771	Retain 75 years after close of investigation then destroy in compliance with No. 8 on schedule cover sheet.
<u>Investigation Files, Case: Historically Significant</u> This series documents the process and results of individual criminal investigations that local law enforcement deem to have historical value.	000345	Retain Permanently.
<u>Investigations/Background Checks</u> This series documents the receipt and performance of routine background checks requested by courts, employers and other persons - not involving an active case.	100772	Retain 3 years after completion and response then destroy in compliance with No. 8 on schedule cover page.
<u>Juvenile Custody Files</u> This series documents the transfer of custody of juveniles.	100773	Retain 3 years after transfer then destroy in compliance with No. 8 on schedule cover page.
<u>Juvenile Detention Orders - Unexecuted</u> This series documents receipt of and failed attempts to execute detention orders.		Retain 3 years after last action, then submit report and transfer warrants to Commonwealth's Attorney per <i>Code of Virginia</i> , § 19.2-76.1.
<u>K-9/Horse Management Records</u> This series documents the management of police force's dogs (K-9s) and horses. Includes history, status, health and training records. Does not include routine law enforcement records.	100775	Retain records for 3 years after end of animal's service then destroy.



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<u>Known/Suspected Law Breaker Files</u> This series documents the internal creation of files to identify known or suspected law breakers and their suspected modus operandi.	100776	Refer to Series 000344 - "Field Contact / Interview Files".
<u>Lab Requests and Reports (Certificates of Analysis)</u> This series documents requests by an evidence technician for forensic lab to test possible evidence. Lab provides a certificate of analysis. These provide property trail/chain of evidence.		Transfer to appropriate case file.
<u>Litigation Files, Officer</u> This series documents the civil actions against law enforcement personnel.	100778	Retain 10 years after dismissal or close of case then destroy in compliance with No. 8 on schedule cover page.
<u>Logs</u> This series consists of law enforcement logs, not listed elsewhere on this schedule.	005666	Retain 2 years after last entry then destroy.
<i>Defunct Series</i> <u>Missing Person Files - Resolved</u> This series documents the receipt of notification of missing persons and actions taken in response to notification.	100779	Retain 2 years after locating or identifying missing person, then destroy in compliance with No. 8 on schedule cover page.
<u>Missing Person Files</u> This series documents the receipt of notification of missing persons and actions taken in response to notification. May include information on runaways.	100780	Retain 75 years after notification then destroy in compliance with No. 8 on schedule cover page.
<u>Motor Vehicle Crash Reports</u> This series documents the on site investigation and reporting of motor vehicle accidents.		Refer to records series 100781, "Reports – Accident/Traffic."



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<u>Parking Meter Collection Files</u> This series documents the collection and deposit of funds from parking meters.	100782	Retain 3 years after deposit or until audited, whichever is greater; then destroy.
<u>Parking Tickets</u> This series documents the issuance of a citation and fine for violating parking regulations.	100783	Retain 3 years after issue or until audited, whichever is greater; then destroy.
<u>Parking Ticket Summons</u> This series documents issuance of summons to pay outstanding parking tickets issued by department.	100784	Retain until expiration of summons then destroy.
<u>Pawnshop and Precious Metals Dealers - History Files</u> This series documents the location and licensing of pawnshops and precious metals dealers. Excludes investigative case files.	100785	Retain until license superseded and/or business no longer operating then destroy.
<u>Pawnshop and Precious Metals Dealers – Reports</u> This series consists of routine reports required by local ordinance from pawnshops or precious metals dealers.	005667	Retain 3 years after report date then destroy.
<u>Permits, Parade</u> This series documents local approval of parades, parade routes, and traffic control activities in regards to parades.	100786	Retain 6 months after expiration then destroy.
<u>Permit Review and Investigation Files</u> This series documents the request for an investigation of permit applicants. Includes permits not otherwise listed on this schedule.	005668	Retain 3 years after completion of investigation report then destroy in compliance with No. 8 on schedule cover page.



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<u>Personnel Records</u> This series documents the management of staff and administration of benefits to staff; records not otherwise listed on this schedule.		Refer to <i>General Records Retention & Disposition Schedule No. GS-3, Personnel Records</i> for retention guidelines.
<i>Defunct Series</i> <u>Photographic, Negatives - Solved and Unsolved Felonies and Special Crimes</u> This series consists of negatives used to print photographs of crime scenes. Includes negatives depicting homicides and other death-related offenses or scenes, aggravated assault, malicious wounding, sex offenses and police-related offenses. Negative envelopes may indicate offense, crime scene number, investigator/ photographer, and date of offense. May include negatives for misdemeanors and non-felonies if not filed or stored separately.	100788	Retain 30 years after date of offense, then destroy in compliance with No. 8 on schedule cover page.
<i>Defunct Series</i> <u>Photographic, Negatives - Solved and Unsolved Misdemeanors, Non-Felonies</u> This series consists of negatives used to print photographs of crime scenes, if stored separately from other negatives. Includes negatives depicting burglaries, robberies, and non-homicide accidents.	100789	Retain 5 years after offense, then destroy in compliance with No. 8 on schedule cover page.
<u>Photographs, Evidence</u> This series documents the taking, receipt, use and control of photographs used as evidence in investigations or trials.		Transfer to related case file.
<u>Photographs and Negatives - Not Evidence Related</u> This series documents the collection or making of photographs and/or negatives for other than direct evidence purposes.		Refer to <i>General Records Retention & Disposition Schedule No. GS-19, Administrative Records</i> for retention guidelines.



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<u>Photographs and Negatives – Identification Purposes</u> This series documents the collection or making of photographs and/or negatives for the purpose of routine identification (commonly known as mug shots).	005691	Retain as long as administratively necessary after photographic image has been inserted into criminal identification record. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3) not required.
<u>Photographs and Evidence - Traffic Tickets</u> This series documents the collection of photographic evidence of traffic violations, including automatic cameras at intersections.	100791	Retain 1 year after last action then destroy.
<u>Polygraph Records</u> This series documents the performance of polygraph tests.	005669	Transfer to appropriate case file.
<i>Defunct Series</i> <u>Precinct/Station Management Records</u> This series documents the management and operation of precinct and station houses. Includes all records not otherwise listed on this schedule or other locality general schedules.	100792	Retain 1 year after last entry or action, then destroy.
<u>Property Listing Records</u> This series documents the internal control of property used or owned by the law enforcement agency.	100793	Retain 3 years or until audit then destroy whichever is longer.
<u>Radio Equipment Files</u> This series documents the operation, maintenance and repair history of radio equipment.	100794	Retain 3 years or until audit then destroy whichever is longer.
<u>Raffle Reports</u> This series documents the registration, monitoring and control of local raffle, lottery or bingo activities.	100795	Retain as long as administratively necessary, then destroy.



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<u>Record Challenges</u> This series documents challenges to information contained in law enforcement records, such as case files and investigative reports. This series includes written notification of a challenge and the response taken to challenges.	000346	Retain 1 year after conclusion of challenge.
<u>Recordings, Surveillance or Monitoring: Not Used as Evidence</u> This series documents the surveillance of an area and the actions of police, suspects and bystanders by use of audio or video recordings. Includes area surveillance and in-car monitoring of officers. Recordings may be audio or video in electronic or magnetic format.	100796	If not required to support known investigations or litigation, retain 30 days after recording, then reuse or destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Recordings, Surveillance or Monitoring: Retained as Evidence</u> This series documents the surveillance of an area and the actions of police, suspects and bystanders by use of audio and video recordings. Includes area surveillance and in-car monitoring of officers. Recordings may be audio or video in electronic or magnetic format.	100797	Transfer to appropriate case file.
<u>Recordings, Surveillance or Monitoring: Citywide Monitoring Systems – Not used as evidence</u> This series documents the surveillance of large areas of a city or county area through mounted video camera systems. Includes cameras mounted on fixed locations that will be used to monitor areas other than traffic corridors. This series will not include red light cameras; for records relating to red light cameras see series number 100791, "Photographs and Evidence – Traffic Tickets".	000187	Retain recordings for 7 days then destroy or overwrite.

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<u>Recordings, Surveillance or Monitoring: Citywide Monitoring Systems – Retained as evidence</u> This series documents the surveillance of large areas of a city or county area through mounted video camera systems. Includes cameras mounted on fixed locations that will be used to monitor areas other than traffic corridors. This series will not include red light cameras; for records relating to red light cameras see series number 100791, "Photographs and Evidence – Traffic Tickets".	000188	Transfer to appropriate case file.
<u>Red Light Camera Photos</u> This series consists of red light photos and supporting documentation.		Refer to records series 100791, "Photographs and Evidence – Traffic Tickets."
<u>Release (Waiver) Forms</u> This series documents the release of claims or the waiver of rights by or to law enforcement.	100798	Transfer to appropriate case file.
<u>Reports – Crash: Citizen</u> This series documents the reporting and/or investigation of accidents not involving law enforcement vehicles.	100781	Retain 3 years after date of accident then destroy in compliance with No. 8 on schedule cover page.
<u>Reports – Crash: Law Enforcement Vehicles</u> This series documents the reporting and investigation of accidents involving law enforcement vehicles.	005670	Retain 3 years after close of investigation or decision not to investigate then destroy in compliance with No. 8 on schedule cover page.
<u>Reports: Investigative Value</u> This series documents incidents, offenses, deaths and other occurrences that require further investigation.		Transfer to investigative case folder.
<u>Reports: No Investigative Value</u> This series documents incidents, offenses, deaths and other occurrences that do not require further investigation.	100800	Retain 5 years after closure then destroy in compliance with No. 8 on schedule cover page.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION

(Form RM-2 July 2008)

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<u>Reports: Others</u> This series consists of routine law enforcement reports, not listed elsewhere on this schedule. This series includes activity, precinct and station management reports.	005671	Retain 3 years then destroy.
<i>Defunct Series</i> <u>Revoke/Suspension Notice, DMV</u> This series documents notifications from the Department of Motor Vehicles that a driver's license has been suspended or revoked.	100801	Retain 5 years after receipt then destroy in compliance with No. 8 on schedule cover page.
<u>Roll Call Files</u> This series documents officer attendance at meetings, briefings, inspections and other law enforcement activities.	100802	Retain 1 year after roll call then destroy.
<u>Subpoenas/Summons/Processes</u> This series documents the issuance of a court order for an individual to appear at a specified place and time.	100803	Retain 1 year after issuance then destroy.
<u>Taxi Records</u> This series documents registration of taxi cabs and/or cab drivers. Includes vehicle identification, rate cards, driver's identification, fingerprint cards and driving records.	100804	Retain 3 years after expiration of permit, then destroy.
<u>Towed Vehicle Files</u> This series documents law enforcement's actions in towing or having vehicles towed in accidents, parking violations, abandoned or damaged vehicles.	100805	Retain 3 years after towed, then destroy.



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<u>Towing Company Records</u> This series documents registration of towing company vehicles and tow-truck operators. This series includes vehicle identification, rate cards, driver identification, fingerprint cards and driving records.	000347	Retain 3 years after registration then destroy.
<u>Traffic Management and Control Records</u> This series documents the planning for, investigation of and resolution of traffic control problems.	100806	Retain 3 years after last action then destroy.
<u>Training Records, Criminal Justice Academies</u> This series documents training conducted by Department of Criminal Justice Services-certified academies. Includes independent and regional academies.		Refer to <i>General Records Retention and Disposition Schedule No. GS-29, Criminal Justice Training Academy Records</i> for retention guidelines.
<u>Training Records, Employee</u> This series documents the completion of courses by employees, mandated or optional, related to their job requirements.		Refer to <i>General Records Retention and Disposition Schedule No. GS-3, Personnel Records</i> for retention guidelines.
Defunct Series <u>Unclaimed Body Files</u> This series documents the transfer of custody of unclaimed bodies temporarily under law enforcement control.	005672	Retain 10 years after transfer and release of body, then destroy.
<u>Uniform Traffic Summons</u> This series documents the issuance of a summons to appear in court in regard to traffic violations.	100807	Retain 1 year after issuance then destroy.



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Defunct Series

Victim Records

This series documents the status and locations of victims of crimes and any payments made through state or local programs.

100808

Retain 1 year after case closure, then destroy in compliance with No. 8 on schedule cover page.

Virginia Criminal Information Network (VCIN/NCIC) –
Administrative Messages

This series documents the sending of messages to/through or receipt of messages from/through the Virginia Criminal Information Network (VCIN) or the National Crime Information Center (NCIC). Messages contain law enforcement inquiries or information and can be point to point messages, state-wide broadcast messages and/or nationally broadcast messages. Refer to *Code of Virginia*, § 52-25.

005673

Include in related case file or report if required by local department policy, otherwise retain 2 years after the end of the calendar year, then destroy in compliance with No. 8 on schedule cover page.

Virginia Criminal Information Network (VCIN/NCIC) – Original
Entry Printouts or Worksheets

This series consists of original entry printouts or worksheets, if used, that exist solely to assist with data entry into the VCIN/NCIC system or to verify removal of entries from system. VCIN exists to promote officer safety and security by identifying wanted persons and/or stolen vehicles, and to distribute law enforcement information. Refer to *Code of Virginia*, § 52-25.

005674

Transfer to related case file or report if required by local department policy, otherwise retain until entries into system or removals from system are verified, then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on *Certificate of Records Disposal* (RM-3 form) not required.



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<u>Virginia Criminal Information Network (VCIN/NCIC) – NCIC Validation Records</u> Monthly, in order to remove outdated listings, the State Police sends out a list of entries from the National Crime Information Center (NCIC) database for specific periods. The local department verifies that those entries remain valid and open and/or remove entries that are no longer valid or current from the system. Refer to 28CFR20.37.	005675	Retain 2 years after report date, then destroy in compliance with No. 8 on schedule cover page.
<i>Defunct Series</i> <u>Warning Tickets</u> This series consists of warning tickets issued, if separated from other series on this schedule.	005676	Retain 2 years, then destroy in compliance with No. 8 on schedule cover page.
<u>Warrants, Unexecuted Felony Arrest</u> This series documents felony arrest warrants in police or sheriff department's possession which have not been executed within seven years of the date of issuance.		Retain 7 years after receipt, then submit report and transfer warrants to Commonwealth's Attorney per <i>Code of Virginia</i> , § 19.2-76.1.
<u>Warrants, Unexecuted Misdemeanor Arrest and Other Processes</u> This series documents misdemeanor arrest warrants, summonses and capias and other criminal processes in police or sheriff department's possession which have not been executed within three years from the date of issuance.		Retain 3 years after receipt, then submit report and transfer warrants to Commonwealth's Attorney per <i>Code of Virginia</i> , § 19.2-76.1.
<u>Warrants, Executed Copies and/or Jackets</u> This series documents the execution of warrants, summons or other processes by law enforcement officers or empty jackets, with execution information, held in lieu of a copy of a warrant.	100811	Retain 1 year after execution then destroy.